



AIM Collection Checklist

All guides and documents referred to in this checklist are available at
<http://opi.mt.gov/Reports&Data/AIM/>

New to AIM?:

- ___ Locate the [OPI AIM Website](#).
- ___ Submit an [AIM Specialist Update Form](#).
- ___ Review the [AIM New User Guide](#).
- ___ Subscribe to the AIM Mailing List (and other lists of interest) at: [OPI Newsletter Subscriptions](#).
- ___ Plan to attend an AIM New User Trainings – Posted at [Aim Trainings](#).

Routine Data Checks ~ To Be Run During All Collection Periods:

- ___ Verify that all students have an enrollment and no overlaps: *"Index>Student Information>Reports:>Duplicate IDs and >Enrollment Status and >Enrollment Summary and >State Enrollment Verification And State Enrollment Overlap."*
- ___ Enter End Date and End Status for withdrawn students. ([Exit Scenarios Guide](#) and/or [Enrollment End Status Codes](#).)
- ___ Verify the Grade Level in Enrollment matches the Grade Level in Class Schedule.
- ___ Enter Special Education Exit Date and Exit Reason for exited Special Ed students. (Located in Special Ed Fields section of Enrollment.)
- ___ Verify that all completed Special Education ERs and IEPs are locked.
- ___ Verify status of MT Youth Challenge, Job Corps and Montana Digital Academy students and End Date enrollment and/or flags as necessary. ([MT Programs JC](#), [MTYC](#), [MTDA User Guide](#))

GRADUATE, COHORT & DROPOUT VERIFICATION & CERTIFICATION (previous year) - Due in October:

- ___ Follow the [Graduate Cohort and Dropout Verification Guide](#) to:
 - ___ Verify Graduation data *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student BOY Graduates by Name and >student BOY Graduates Missing Diploma Information"*
 - ___ Certify Graduates ([OPI Reporting Center](#)).
 - ___ Verify Dropouts data *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student BOY Dropouts by Grade Level, Name."*
 - ___ Certify Dropouts ([OPI Reporting Center](#)).
 - ___ Certify Cohorts ([OPI Reporting Center](#)).

Beginning of Year (BOY) Verification & Enrollment Collection – Due in October:

- ☐ Complete all checks under the **Routine Data Checks** section above.
- ☐ Follow the [Beginning of Year Verification Guide](#) to:
 - ☐ Create/verify calendars, terms, and grade levels for new school year.
 - ☐ Modify previous years' student enrollments for summer transfers.
 - ☐ Modify previous years' student enrollments for summer graduates.
 - ☐ Assign/locate state IDs for new students.
 - ☐ Create enrollments for new students.
 - ☐ Request record transfers for new students (required for Special Ed students).
 - ☐ ReSync enrollment data after entering data and/or uploading files. (Page 19 of Guide)
- ☐ End date PK enrollments from the previous year. (See pages 15-16 of [AIM New User Guide](#))
- ☐ End date in AIM for any staff members who have left. ([Creating & Modifying Users](#))
- ☐ To prepare for Fall Count, confirm that all American Indian students are identified. *"Index>Student Information>Reports>Enrollment Summary"*
- ☐ Verify data using State Published Ad Hoc Reports:
"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Kindergarteners with N Service Type; and >student ALL Students with N Service Type – Not PK; and >student All Preschoolers Not with an N Service Type"
- ☐ ReSync enrollment data after entering data and/or uploading files.

FALL COUNT – ENROLLMENT, ABSENCES AND AGGREGATE HOURS COLLECTION – Due in October:

NOTE: Absences **ARE** entered for the Fall Count and Fall Enrollment Count **IS** used for ANB funding.

- ☐ Complete all checks under the **Routine Data Checks** section above.
- ☐ Follow the [Fall Attendance and Aggregate Hours Collection Guide](#) to:
 - ☐ Verify that the district's SIS, AIM, and MAEFAIRS enrollment data match as of the count date.
(enter new students, exit students no longer in attendance.)
 - ☐ Check the "Exclude Fall ANB - 10 Day Rule" box for:
 - ☐ Any student absent 11 or more consecutive days prior to and including the count date.
 - ☐ Kindergarten students not 5 years old as of Sept 10th who did NOT receive board approval
to attend prior to the count date.
 - ☐ Students placed in day-treatment as of count date. Uncheck if student has returned to school attendance.
 - ☐ Check Service Type for all students and assure Aggregate Hours match accordingly.
 - ☐ Enter Aggregate Hours and Absences for all students.
 - ☐ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).
- ☐ Follow the [MT Programs JC, MTYC, MTDA User Guide](#) to:
 - ☐ Enter End Dates and/or Start Dates for MT Youth ChalleNge Students
 - ☐ Verify continued participation and grade level for continuing Job Corps Students
 - ☐ Create Flags for Job Corps and MT Youth ChalleNge students.
- ☐ Verify Data using State Published Ad Hoc Reports:
"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student FALL Missing Aggregate Hours; >student FALL American Indian Student Count" (no changes allowed after December 31st) and other *"FALL"* or *"ALL"* ad hoc reports.
- ☐ ReSync enrollment data after entering data and/or uploading files (MT Edition users only).

FALL PROGRAM PARTICIPATION COLLECTION - Due in October:

- ___ Complete all checks under the **Routine Data Checks** section above.
- ___ Follow the [Program Participation Collection Guide](#) and/or [Program Participation Verification Guide](#) to:
 - ___ Update Military Connected Status (once checked, leave checked for the school year).
 - ___ Enter data for Title data (Targeted Title I Instructional Services by Type, Title I Support services by Type, Title I Part A Neglected, Title I Part D Delinquent).
 - ___ Enter/Verify data for Supplemental Education Services (SES).
 - ___ Enter/Verify data for Immigrant students (Date entered US school, Home Primary Language.)
 - ___ Enter/Verify data for 21st Century participants.
 - ___ Enter/Verify for Foreign Exchange students.
 - ___ Enter/Verify data for Gifted/Talented students.
 - ___ Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied Youth).
 - ___ Enter/Verify data for Section 504 students.
 - ___ Enter/Verify FRAM status ([FRAM Guide](#))
 - ___ Enter/Verify LEP status for students new to the program or transfer students (include Home Primary Language and Language of Impact). ([LEP Tool Guide](#))
 - ___ Enter/Verify LEP status for continuing students.
 - ___ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).
 - ___ Verify Data using State Published Ad Hoc Reports:
"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Homeless; >student All Title I Part A; >student ALL Title 1 Part D; >student LEP"; >student FALL Special Ed Status – Unlocked IEP; >etc."

FALL CTE COLLECTION – Due in December:

- ___ Follow the OPI [Fall CTE Collection Guide](#) to:
 - ___ Enter CTE Post Grad Status and Date Contacted for each student identified as a CTE Concentrator the previous year.
- ___ Verify Data using State Published Ad Hoc Reports:
"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student CTE Concentrators; and >CTE Missing Post Grad Status or Date Contacted"
- ___ ReSync enrollment data after entering data and/or uploading files.

ASSESSMENT REGISTRATION COLLECTION – Due in January:

- ___ Complete all checks under the **Routine Data Checks** section above.
- ___ Follow the [Assessment Registration Collection Guide](#) to:
 - ___ Populate "Sort By" field, if applicable.
 - ___ Modify enrollments to reflect semester grade level changes.
 - ___ ReSync enrollment data after entering data and/or uploading files.

SPRING COUNT - ENROLLMENT AND AGGREGATE HOURS COLLECTION – Due in February:

NOTE: Absences are **NOT** entered for the Spring Count and the Spring Count **IS** used for ANB funding.

- ___ Complete all checks under the **Routine Data Checks** section above.
- ___ Follow the [Spring Enrollment & Aggregate Hours Collection Guide](#) to:
 - ___ Verify that the district's SIS, AIM, and MAEFAIRS enrollment data match as of the count date.
(enter new students, exit students no longer in attendance.)
 - ___ Absences are not entered for the Spring Count.
 - ___ Check the "Exclude Fall ANB - 10 Day Rule" box for:
 - ___ Any student absent 11 or more consecutive days prior to and including the count date.
 - ___ Kindergarten students not 5 years old as of Sept 10th who did NOT receive board approval to attend prior to the count date.
 - ___ Students placed in day-treatment as of count date. Uncheck if student has returned to school attendance.
 - ___ Check Service Type for all students and assure Aggregate Hours match accordingly.
 - ___ Enter Aggregate Hours for all students (if District Edition check these after running ReSync).
 - ___ For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that Aggregate Hours are equal to the hours for the Winter count date.
 - ___ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).
- ___ Follow the [MT Programs JC, MTYC, MTDA User Guide](#) to:
 - ___ Enter End Dates and/or Start Dates for MT Youth Challenge Students
 - ___ Verify continued participation and grade level for continuing Job Corps Students.
 - ___ Create Flags for Job Corps and MT Youth Challenge students.
 - ___ Verify Data using State Published Ad Hoc Reports: *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student SPRING Missing Aggregate Hours" and other "SPRING" and "ALL" ad hoc reports."*
 - ___ ReSync enrollment data after entering data and/or uploading files (MT Edition users only).

TEST WINDOW (TW) COUNT – ENROLLMENT, ABSENCE AND AGGREGATE HOURS COLLECTION – Due in March/April:

NOTE: Absences **ARE** entered for the TW Count. TW Enrollments are **NOT** used for ANB funding.

- ___ Complete all checks under the **Routine Data Checks** section above.
- ___ Follow the [Test Window Enrollment & Aggregate Hours Collection Guide](#) to:
 - ___ Verify that the district's SIS, AIM, and MAEFAIRS enrollment data match as of the count date.
(enter new students, exit students no longer in attendance.)
 - ___ Check Service Type for all students and assure Aggregate Hours match accordingly.
 - ___ Enter Aggregate Hours and Absences for all students.
 - ___ For early graduates, enter Diploma Date, Diploma Type, Diploma Period and verify that Aggregate Hours are equal to the hours for the Winter count date.
 - ___ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).
- ___ Follow the [MT Programs JC, MTYC, MTDA User Guide](#) to:
 - ___ Enter End Dates and/or Start Dates for MT Youth Challenge Students
 - ___ Verify continued participation and grade level for continuing Job Corps Students
 - ___ Create Flags for Job Corps and MT Youth Challenge students.
- ___ Verify Data using State Published Ad Hoc Reports:
"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student TW Missing Aggregate Hours" and other "TW" and "ALL" ad hoc reports."
- ___ ReSync enrollment data after entering data and/or uploading files (MT Edition users only)

TEST WINDOW (TW) PROGRAM PARTICIPATION COLLECTION - Due in March/April:

- ___ Complete all checks under the **Routine Data Checks** section above.
- ___ Follow the [Program Participation Collection Guide](#) and/or [Program Participation Verification Guide](#) to:
 - ___ Update Military Connected Status (once checked, leave checked for the school year).
 - ___ Enter data for Title data (Targeted Title I Instructional Services by Type, Title I Support services by Type, Title I Part A Neglected, Title I Part D Delinquent).
 - ___ Enter/Verify data for Supplemental Education Services (SES).
 - ___ Enter/Verify data for Immigrant students (Date entered US school, Home Primary Language.)
 - ___ Enter/Verify data for 21st Century participants.
 - ___ Enter/Verify for Foreign Exchange students.
 - ___ Enter/Verify data for Gifted/Talented students.
 - ___ Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied Youth).
 - ___ Enter/Verify data for Section 504 students.
 - ___ Enter/Verify FRAM status ([FRAM Guide](#))
 - ___ Enter/Verify LEP status for students new to the program or transfer students (include Home Primary Language and Language of Impact). ([LEP Tool Guide](#))
 - ___ Enter/Verify LEP status for continuing students.
- ___ Verify Data using State Published Ad Hoc Reports:
"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Homeless;>student All Title I Part A; >student ALL Title 1 Part D; >student LEP"; >student FALL Special Ed Status – Unlocked IEP; >etc."
- ___ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).

SPRING CTE COLLECTION – Due in April:

- ___ Follow the [Spring CTE Collection Guide](#) to:
 - ___ Enter data for 12th grade CTE students (CTE Concentrator, Area of Concentration, Student is Single Parent)
- ___ Verify Data using State Published Ad Hoc Reports: *"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student CTE Concentrators"*
- ___ ReSync enrollment data after entering data and/or uploading files. (MT Edition users only)

END OF YEAR (EOY) COLLECTION PREPARATION – Due in June:

- ___ Notify State if any grade levels at a school are changing for next year.
- ___ Follow the OPI [End of Year Collection Guide](#) to:
 - ___ Create calendars for next year.
 - ___ Roll-over enrollments for next year (enrollments may be uploaded at beginning of next year as part of the Beginning of Year Collection.)
 - ___ End all current year enrollments.
 - ___ Verify Graduation data (Diploma type, Diploma date and Diploma period).
- ___ Verify Data using State Published Ad Hoc Reports:
"Index>Ad Hoc Reporting>Filter Designer>>+State Published>student EOY Missing End Date or Status."
- ___ ReSync enrollment data after entering data and/or uploading files (MT Edition users only).

END OF YEAR (EOY) - AVERAGE DAILY ATTENDANCE (ADA) COLLECTION – Due in June:

- ___ Follow the [Average Daily Attendance Collection Guide 2015-16](#) to:
 - ___ Enter data for ADA-# Days Present and ADA-#Days Enrolled.
 - ___ Verify ADA data.
 - ___ ReSync enrollment data after entering data and/or uploading files.
- ___ Verify Data using State Published Ad Hoc Reports:
 - "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ADA Days Present>Days Enrolled; and >student ADA Missing Days Present or Days Enrolled*
- ___ ReSync enrollment data after entering data and/or uploading files (MT Edition users only).

END OF YEAR (EOY) PROGRAM PARTICIPATION - Due in June:

- ___ Complete all checks under the **Routine Data Checks** section above.
- ___ Follow the [Program Participation Collection Guide](#) and/or [Program Participation Verification Guide](#) to:
 - ___ Update Military Connected Status (once checked, leave checked for the school year).
 - ___ Enter data for Title data (Targeted Title I Instructional Services by Type, Title I Support services by Type, Title I Part A Neglected, Title I Part D Delinquent).
 - ___ Enter/Verify data for Supplemental Education Services (SES).
 - ___ Enter/Verify data for Immigrant students (Date entered US school, Home Primary Language.)
 - ___ Enter/Verify data for 21st Century participants.
 - ___ Enter/Verify for Foreign Exchange students.
 - ___ Enter/Verify data for Gifted/Talented students.
 - ___ Enter/Verify data for Homeless students (Nighttime Residence, McKinney Vento, Unaccompanied Youth).
 - ___ Enter/Verify data for Section 504 students.
 - ___ Enter/Verify FRAM status ([FRAM Guide](#))
 - ___ Enter/Verify LEP status for students new to the program or transfer students (include Home Primary Language and Language of Impact). ([LEP Tool Guide](#))
 - ___ Enter/Verify LEP status for continuing students.
- ___ Verify Data using State Published Ad Hoc Reports:
 - "Index>Ad Hoc Reporting>Filter Designer>>+State Published>student ALL Homeless;>student All Title I Part A; >student ALL Title 1 Part D; >student LEP"; >student FALL Special Ed Status – Unlocked IEP; >etc."*
- ___ ReSync enrollment data after uploading files (MT Edition users only) or running *MT Count Date Attendance* wizard (for District Edition users only).

For more information, contact the AIM Help Desk at

1-877-464-6681

or opiainhelp@mt.gov.